



frontline
training consultancy

ADVANCED EXCEL TRAINING

ENROL NOW

www.front-line.co.nz

0800 287 754



Advanced Excel

1 DAY COURSE

Excel is not just about data entry. Use excel to improve your efficiency and performance in your job. Not only those for people already in the work place, excel skills are highly valued by employers. Excel is one of the most used applications in the workplace and is more than a spreadsheet tool. It has so many secrets and once unleashed you will find you are working quicker and smarter. The content will cover a broad spectrum of techniques, from business formulas to pivot tables and data visualisation.



Entry Requirements

Suitable for those

- With some knowledge of Excel
- Who would like to take their Excel knowledge to the next level
- Individuals wanting to up-skill for job opportunities, further study or personal interest.



Course Content

This hands on training will teach

- Building formulas
- Analyse data with tables
- Pivot tables and data visualization
- Business formulas
- Navigation to increase your efficiency
- Harnessing the power of functions



Investment

- Fees dependent on booking size
- 9am – 3pm at Front-Line Training or remote learning
- A digital certificate upon completion
- Tea and coffee provided

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or for more information



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